



# HRAPAY

## AGENCY PAYROLL

### Chapter 5 – Leave Payout

Payouts occur when an employee: (1) exits state government; (2) transfers between state agencies where a leave is not maintained; (3) payouts for straight comp (1.0) or time and one half comp (1.5) or (4) payouts due to legislation or approvals from the Office of Personnel Management.

Employees transferring between participating and non-participating agencies will be processed as a termination and no leave quota payout is processed except for compensatory time. Leave quotas will be transferred to non-participating agencies on a Proof of Prior Service form.

# Demonstration

## Leave Payout (PA61)



All leave balances must be available for payout through time evaluation prior to performing this process.

When an employee terminates, the Time Specialist (if they are identified as the Time Administrator on the Organizational infotype) will receive an email in their SAP inbox notifying them of a termination. The Specialist will need to manually transfer any eligible leave if the termination date is between the 15<sup>th</sup> and last day of the month. The Specialist should then notify the Central Time Management personnel to perform the leave payout.

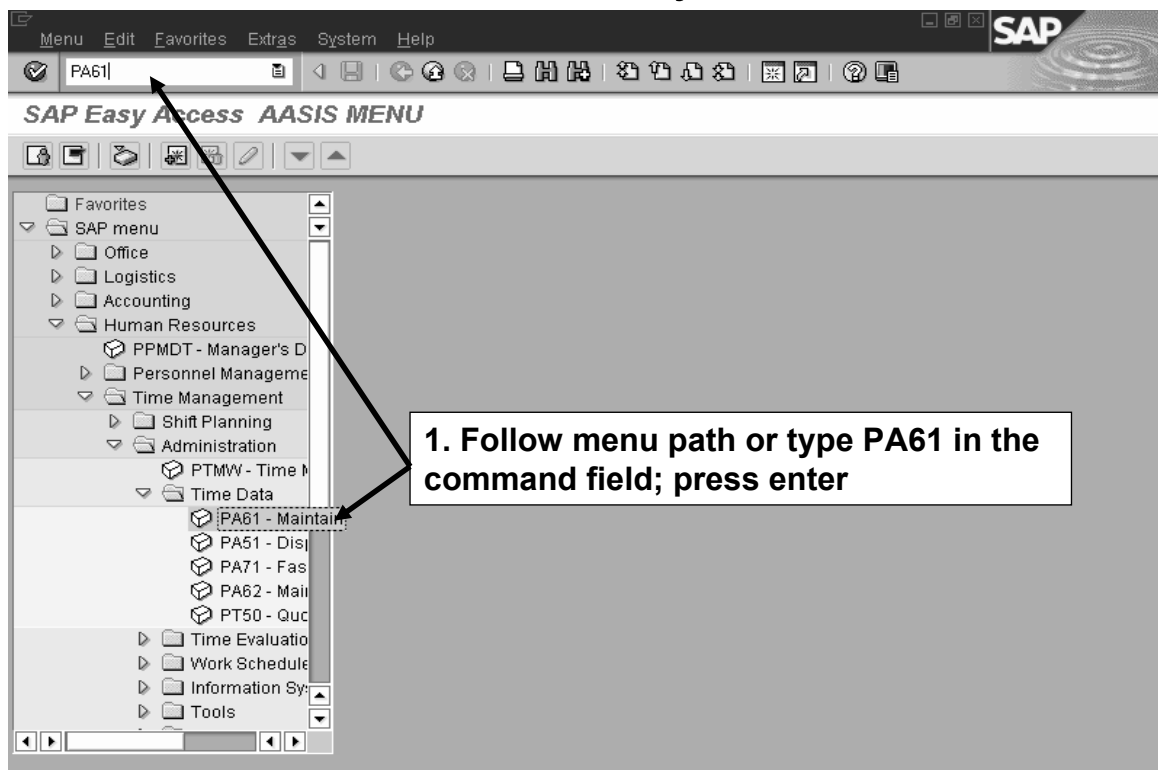


## EXERCISE SCENARIO

**An employee terminates employment from state government and must be paid for eligible accrued leave**



# Leave Payout

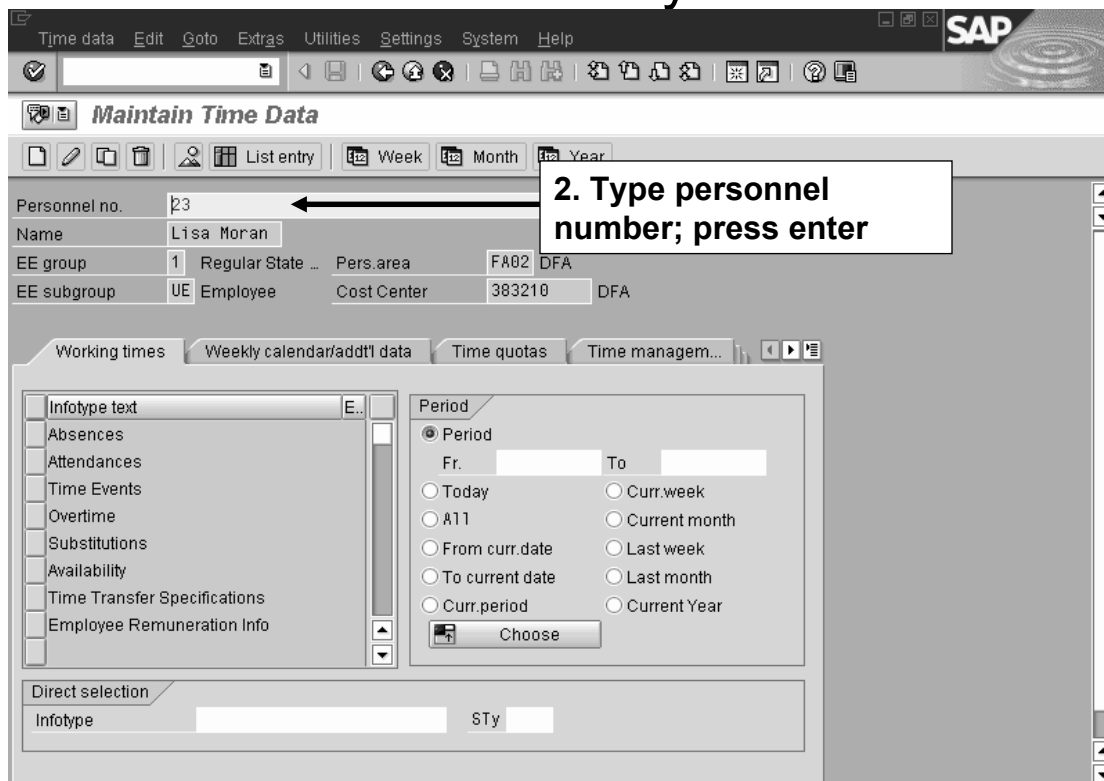


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The menu path is Human Resources > Time Management > Administration > Time Data > Maintain.

# Leave Payout



The screenshot shows the SAP 'Maintain Time Data' screen. At the top, there is a menu bar with 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain Time Data' and contains a form for entering employee data. A callout box with the text '2. Type personnel number; press enter' points to the 'Personnel no.' field, which contains the value '23'. Other fields include 'Name' (Lisa Moran), 'EE group' (1 Regular State ...), 'Pers.area' (FA02 DFA), 'EE subgroup' (UE Employee), and 'Cost Center' (383210 DFA). Below the form are tabs for 'Working times', 'Weekly calendar/addtl data', 'Time quotas', and 'Time managem...'. A 'Period' section on the right allows selecting a date range or preset period like 'Today', 'All', 'From curr.date', 'To current date', 'Curr.period', 'Curr.week', 'Current month', 'Last week', 'Last month', or 'Current Year'. A 'Direct selection' section at the bottom has fields for 'Infotype' and 'STy'.

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Always verify the employee's name before you process any master data changes.



# Leave Payout

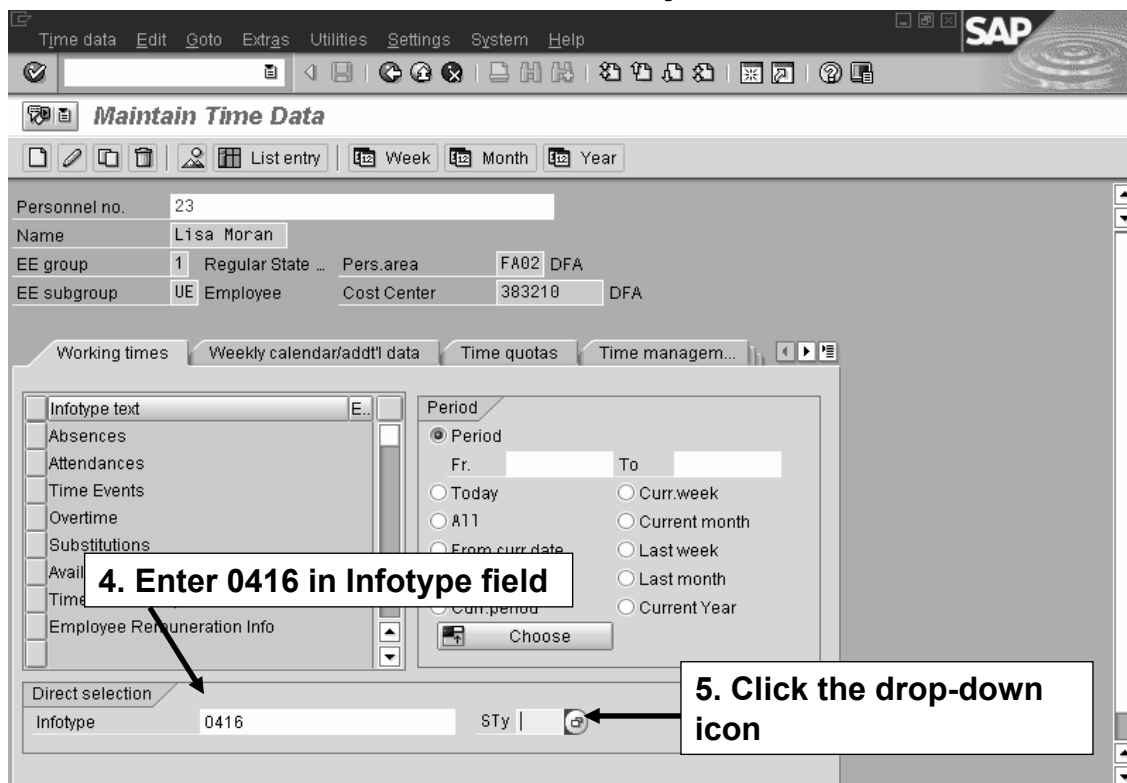
The screenshot shows the SAP 'Maintain Time Data' interface. At the top is the SAP menu bar with options: Time data, Edit, Goto, Extras, Utilities, Settings, System, Help. Below the menu is a toolbar with various icons. The main header area contains the title 'Maintain Time Data' and navigation buttons: List entry, Week, Month, Year. The data entry section includes fields for Personnel no. (23), Name (Lisa Moran), EE group (1 Regular State ...), Pers.area (FA02 DFA), EE subgroup (UE Employee), and Cost Center (383210 DFA). Below this are tabs for Working times and Weekly calendar/addtl data. The 'Period' section is active, showing 'Fr.' and 'To' both set to 08/14/2004. A callout box with the text '3. Enter the From and To date' has arrows pointing to these date fields. Other options in the 'Period' section include Today, Curr.week, All, Current month, From curr.date, Last week, To current date, Last month, Curr.period, and Current Year, each with a radio button. A 'Choose' button is at the bottom of the 'Period' section. On the left, there is a list of infotypes: Absences, Attendances, Time Events, Overtime, Substitutions, Availability, Time Transfer Specifications, and Employee Remuneration Info. At the bottom, there is a 'Direct selection' section with an 'Infotype' field and an 'STy' field.

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The effective dates must be entered during a period when the employee was active. The From and To date **must** be the same. If a Manual Transfer of Accrued Leave is processed, the date used on this infotype cannot occur prior to the date of the transfer.

# Leave Payout



**Maintain Time Data**

Personnel no. 23  
Name Lisa Moran  
EE group 1 Regular State ... Pers.area FA02 DFA  
EE subgroup UE Employee Cost Center 383210 DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E..  
Absences  
Attendances  
Time Events  
Overtime  
Substitutions  
Avail  
Time  
Employee Remuneration Info

Period  
Period  
Fr. To  
Today Curr.week  
All Current month  
From curr date Last week  
Curr.period Last month  
Current Year

Direct selection  
Infotype 0416 STy

**4. Enter 0416 in Infotype field**

**5. Click the drop-down icon**

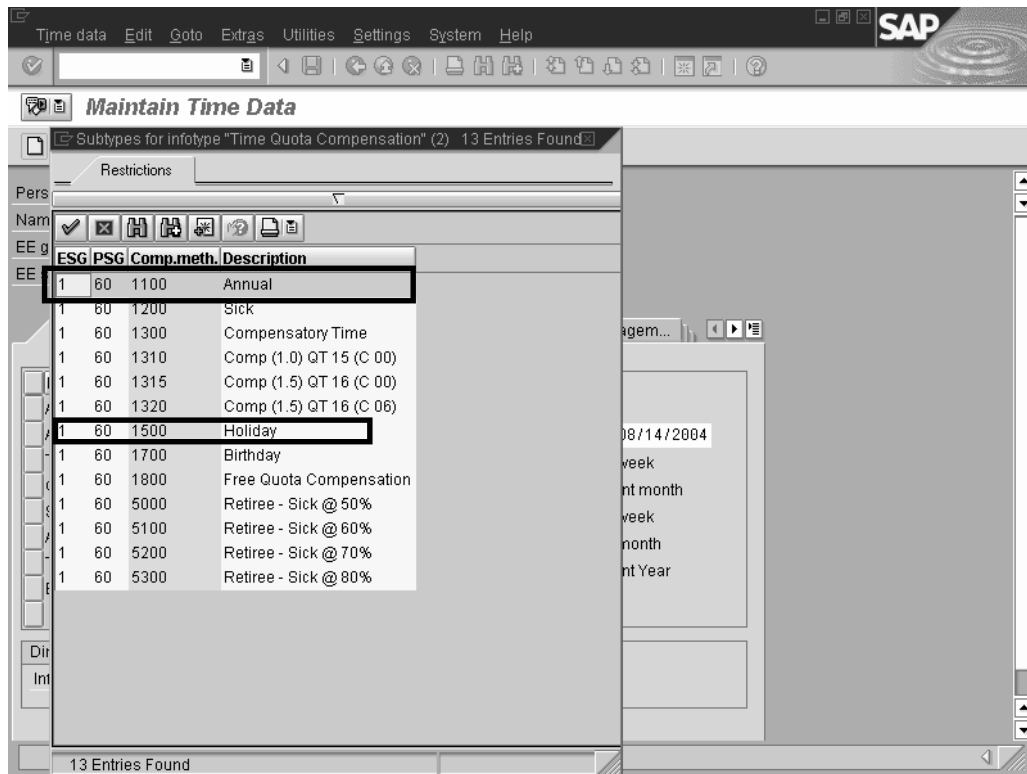
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Infotype 0416 is Time Quota Compensation.



# Leave Payout



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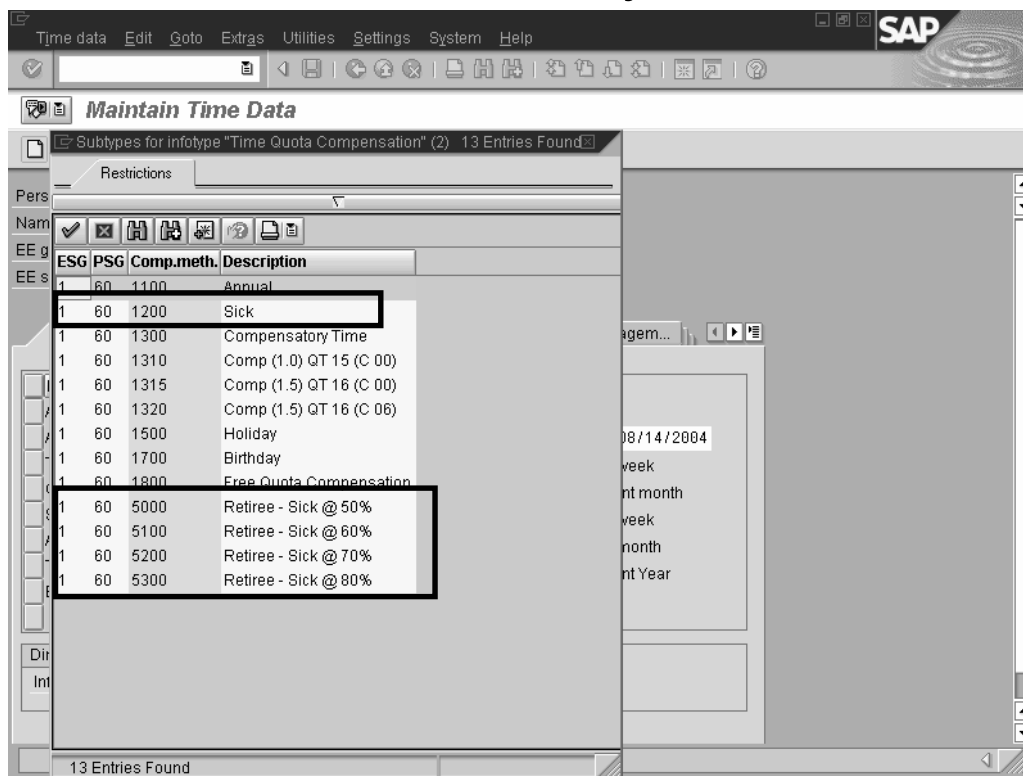
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According to State policy, you should use the following guidelines when processing a leave payout: (1) When an employee ceases to be an active employee of the State, the lump sum must not exceed thirty (30) days of annual leave inclusive of holidays.

(2) Upon death of an active employee of a state agency or institution, the amount of any accrued, unpaid sick leave incentive benefit and any unused annual and holiday leave due the employee shall be paid to the employee's estate or authorized beneficiary. This lump sum must not exceed \$7,500 for any sick leave incentive benefit and must not exceed sixty (60) days of annual and holiday leave.



# Leave Payout



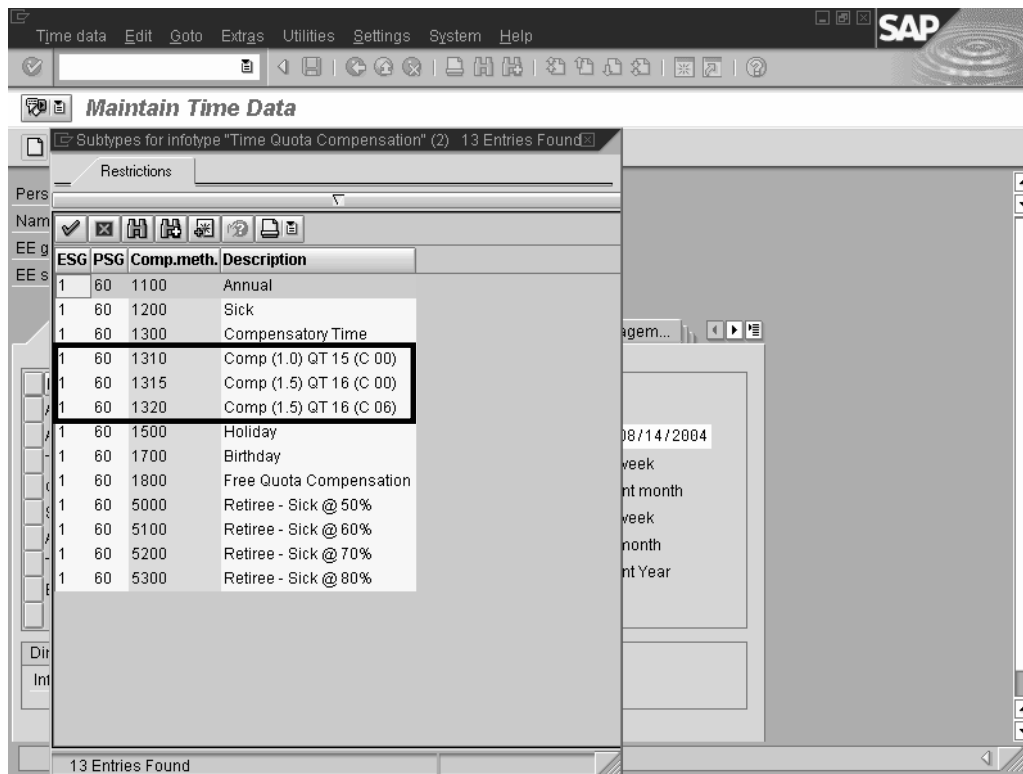
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(continued)

(3) Upon retirement or death, any employee, or beneficiary of any employee, of any agency of the State of Arkansas shall receive compensation for accumulated sick leave based upon State policy. **Any questions concerning these guidelines should be directed to OPM Payroll Systems.**

# Leave Payout



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Comp Method 1310 Comp (1.0) Quota 15 is to pay straight compensatory time from commitment item 00.

Comp Method 1315 Comp (1.5) Quota 16 is to pay overtime compensatory time from commitment item 00.

Comp Method 1320 Comp (1.5) Quota 16 is to pay overtime compensatory time from commitment item 06.

The screenshot shows the SAP 'Maintain Time Data' interface. The title bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The main window title is 'Subtypes for infotype "Time Quota Compensation" (2) 13 Entries Found'. Below this is a 'Restrictions' field. A toolbar contains icons for selection, deletion, and other actions. The main data area displays a table with columns 'ESG', 'PSG', 'Comp.meth.', and 'Description'. The table lists 13 entries, including 'Annual', 'Sick', 'Compensatory Time', 'Comp (1.0) QT 15 (C 00)', 'Comp (1.5) QT 16 (C 00)', 'Comp (1.5) QT 16 (C 06)', 'Holiday', 'Birthday', 'Free Quota Compensation', 'Retiree - Sick @ 50%', 'Retiree - Sick @ 60%', 'Retiree - Sick @ 70%', and 'Retiree - Sick @ 80%'. A callout box with an arrow points to the table with the text '6. Double-click appropriate sub-type'. The status bar at the bottom indicates '13 Entries Found'.

ESG	PSG	Comp.meth.	Description
1	60	1100	Annual
1	60	1200	Sick
1	60	1300	Compensatory Time
1	60	1310	Comp (1.0) QT 15 (C 00)
1	60	1315	Comp (1.5) QT 16 (C 00)
1	60	1320	Comp (1.5) QT 16 (C 06)
1	60	1500	Holiday
1	60	1700	Birthday
1	60	1800	Free Quota Compensation
1	60	5000	Retiree - Sick @ 50%
1	60	5100	Retiree - Sick @ 60%
1	60	5200	Retiree - Sick @ 70%
1	60	5300	Retiree - Sick @ 80%

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# Leave Payout

SAP

Time data Edit Goto Extras Utilities Settings System Help

**Maintain Time Data**

Personnel no. 23

**7. Click to create**

Area FA02 DFA

EE subgroup UE Employee Cost Center 383210 DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E..

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

Period

Fr. 08/14/2004 To 08/14/2004

Today

All

From curr.date

To current date

Curr.period

Curr.week

Current month

Last week

Last month

Current Year

Choose

Direct selection

Infotype Time Quota Compensation STy 1100 Annual

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# Leave Payout

**Create Time Quota Compensation**

Personnel No: 23 Name: Lisa Moore Status: Active  
EE group: 1 Regular State Em... Personnel ar: FA02 DFA  
WS rule: OPEN08 Open Sch... SSN: 126-60-6950  
Start: 08/14/2004  
Comp. method: 1100 Annual

**Compensation specifications**

Time quota type: 00  
Compensation rule: 001 Annual Leave  
No. to compensate: 74  
☐ Do not account

**Absence quotas**

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	MT	Amount	Curr...	Deduction...
01	Annual Leave	120.00000	Hours	0.00000	74.00000		0.00		07/16/2003
02	Sick Leave	120.00000	Hours	0.00000	87.00000		0.00		07/16/2003

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You must enter the number of hours to payout in the 'No. to compensate' field. The hours will be listed for verification. You must follow OPM guidelines for compensation. **Note: For sick leave payouts for retirees, the system will pay total number of hours entered times the percentage of the hourly wage. The system will automatically adjust payment amount to not exceed a maximum payment of \$7500. The Agency must do a manual calculation based on OPM rules to determine the number of hours to be paid.**

Remember if all leave balances were not made available for payout through time evaluation prior to this process, they will not be in the employee's quota balance.



# Leave Payout

Infotype Edit Goto Extras System Help

**Create Time Quota Compensation**

9. Click to validate

10. Click to save

Compensate

LL group Regular State Em... Personnel... DFA

WS rule OPEN08 Open Sch... SSN 126-60-6950

Start 08/14/2004

Comp. method 1100 Annual

Compensation specifications

Time quota type 00

Compensation rule 001 Annual Leave

No. to compensate 74.00000

☐ Do not account

Absence quotas

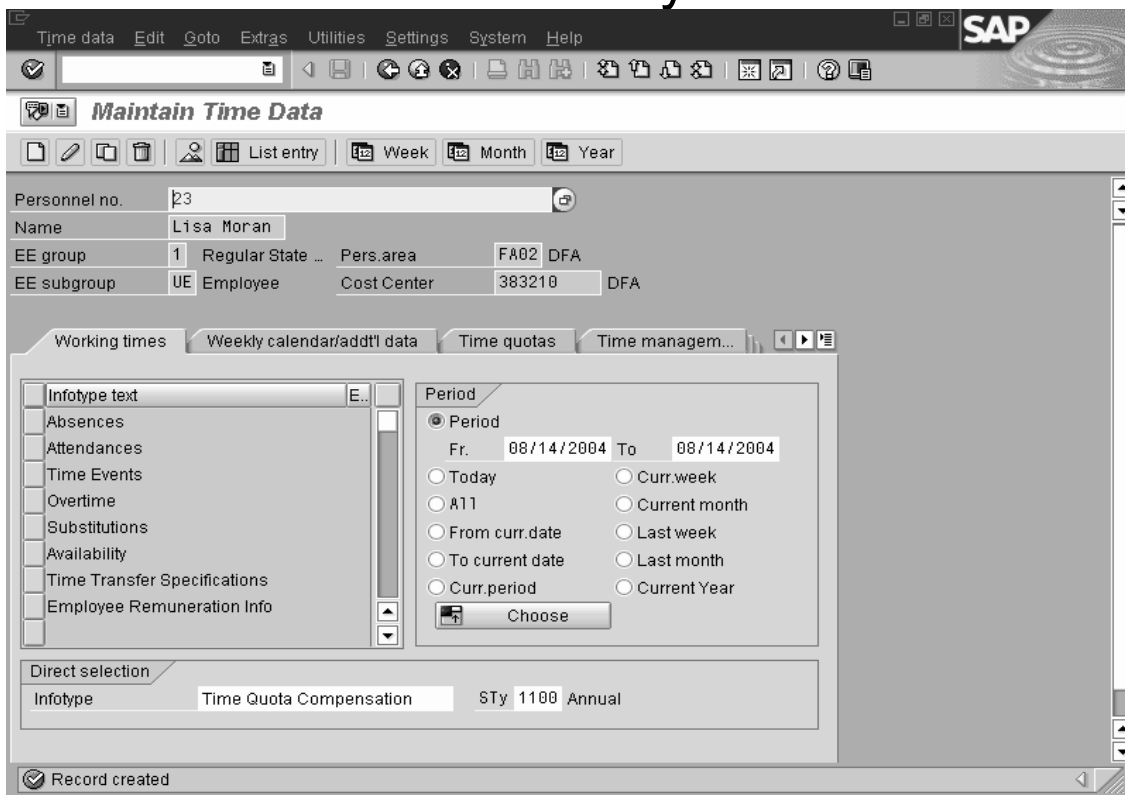
ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount	Curr...	Deduction
01	Annual Leave	120.00000	Hours	0.00000	74.00000		0.00		07/16/2003
02	Sick Leave	120.00000	Hours	0.00000	87.00000		0.00		07/16/2003

Save your entries

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# Leave Payout



The screenshot shows the SAP 'Maintain Time Data' window. The top menu bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The SAP logo is in the top right corner. Below the menu bar is a toolbar with various icons. The main area is titled 'Maintain Time Data' and contains a 'List entry' button and tabs for 'Week', 'Month', and 'Year'. The data entry section shows the following information:

Personnel no.	23		
Name	Lisa Moran		
EE group	1 Regular State ...	Pers.area	FA02 DFA
EE subgroup	UE Employee	Cost Center	383210 DFA

Below the data entry section are tabs for 'Working times', 'Weekly calendar/addtl data', 'Time quotas', and 'Time managem...'. The 'Time quotas' tab is active, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Period' section has a date range from '08/14/2004' to '08/14/2004' and several radio button options: 'Today', 'Curr.week', 'All', 'Current month', 'From curr.date', 'Last week', 'To current date', 'Last month', 'Curr.period', and 'Current Year'. A 'Choose' button is at the bottom of the period selection area. Below the period selection is a 'Direct selection' section with an 'Infotype' dropdown set to 'Time Quota Compensation' and a value of 'STy 1100 Annual'. At the bottom left, a status bar indicates 'Record created'.

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**Note:** Steps 1- 10 must be processed for each type of leave to be paid out.

Once all eligible leave payouts are completed, the Central Time Management role must run Time Evaluation.



# Leave Payout

Display Edit Goto Utilities Settings System Help

**DEMONSTRATION PURPOSES ONLY**

Detail

* /840 Diff.curr. 01	256.00		
* /845 Total paid 01	8.00		
1 /001 Valuation 01	12.9707		
1 /002 Valuation 01	12.9707		
1 1000 Hourly rat 01	12.9707		
1 1200 Regular wo 01	12.9707	72.00	933.89
1 1265 Birth Day 01	01 001 12.9707	8.00	103.77
1276 Annual Lea 01	12.9707	74.00	959.83
1278 Holiday Le 01	12.9707	16.00	207.53
1293 Comp Time 01	12.9707	9.00	116.74
1 9404 TX ER Soci 0101			137.52
1 9404 TX ER Soci 0101	01 001		6.43
1 9406 ARK ER Med 0101			32.16
1 9406 ARK ER Med 0101	01 001		1.50

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After you make any master data changes, always perform a payroll simulation to view the RT (Results Table) to determine how it will impact the employee's pay.